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ID: 88078926

Form 1220–5
(January 1974)

T/N 282
Filing Code 1120

Date Issued May 1976

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TECHNICAL NOTE

U.S. DEPARTMENT OF THE INTERIOR – BUREAU OF LAND MANAGEMENT

MAP FILING SYSTEM

by

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A convenient system for filing BLM's 21" x 16" color quadrangle maps (or other maps of similar size) was developed for the Office of Public Affairs, Oregon State Office, and is recommended to other Bureau Offices for optional use.

Designed for easy retrieval and refiling of maps, the system is especially useful at information counters where maps are constantly being removed for customer inspection and often must be returned to storage.



Additional copies of Technical Notes are available from DSC, Federal Center Building 50, Denver, Colo., 80225

INSTRUCTIONS

Materials Needed:

6 Sheets Card Stock Paper, 23" x 35"
1 Sheet Sturdy Cardboard, 23" x 35"
Stapler and Staples
Gummed Labels

* Fold each card stock sheet horizontally (across the 23" side), leaving approximately a 1-inch overlap on the top side.

* Arrange the folded sheets (overlap on top) on the cardboard base, one inside the other, allowing an equal space (3 to 4") between folds.

* Staple sheets to base, using as many staples as necessary for firm construction.

* Attach labels with map identification at the lower edge of each flap.

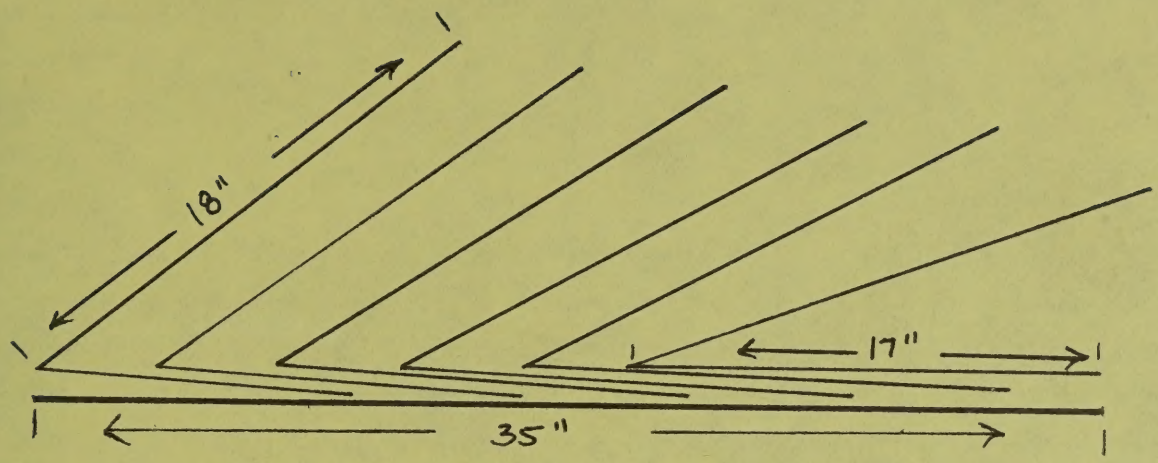
* File a maximum of 30 maps under each flap. (Any more will cause too much weight for easy retrieval.)

A smooth, durable card stock paper is recommended for the folded sheets. Oregon's system has received constant use for over three years, and the paper still remains attractive and in good condition.

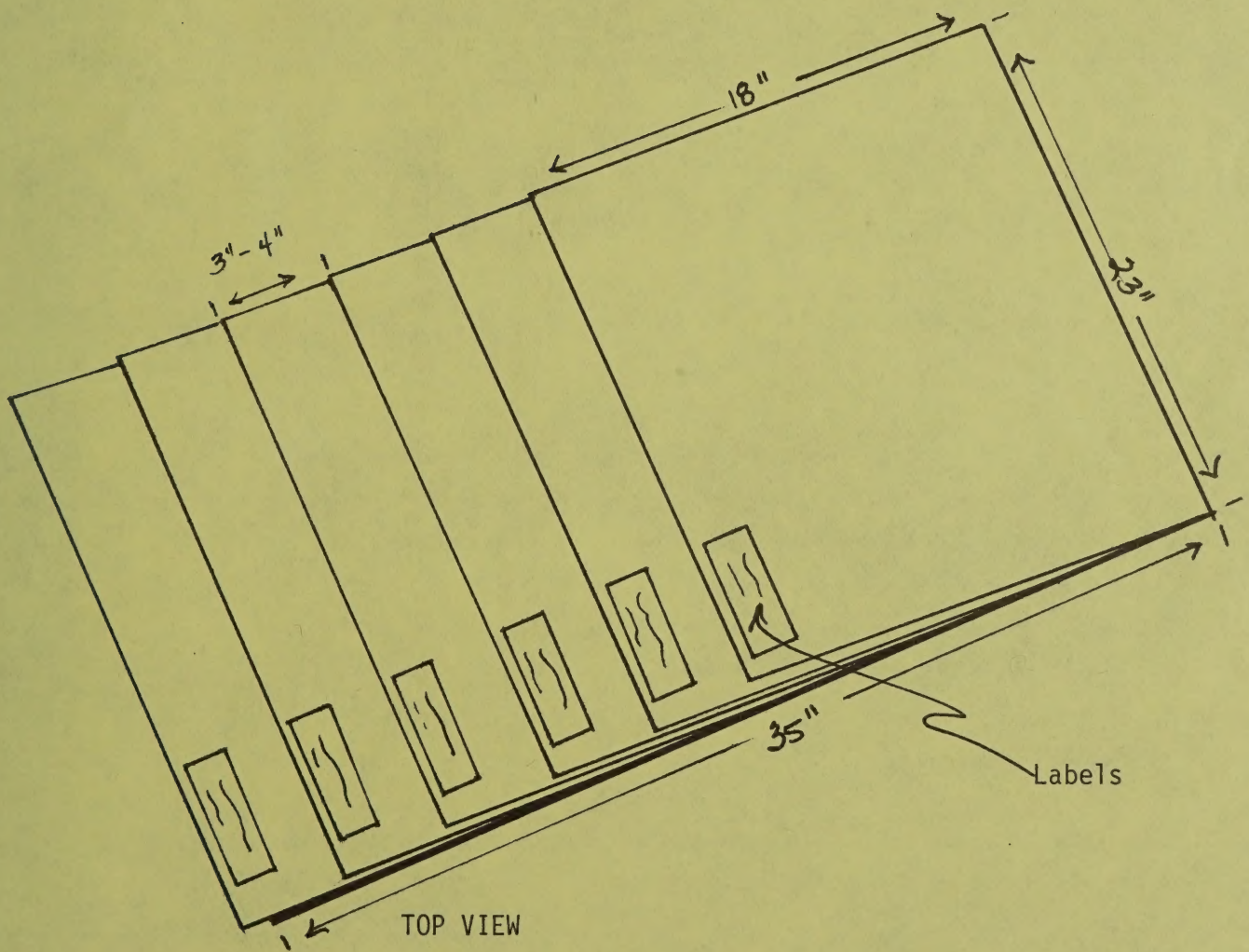
Two files as described can be placed in a standard map file drawer (42" deep x 54" wide). This means that a good supply of 12 different maps can be filed in each drawer, compared to: (1) only 4 different maps per drawer in separate stacks; or (2) several maps piled on top of each other.

It was found that the file is sturdy enough, and when filled with maps, heavy enough so that it does not slip around in the drawer. It can easily be lifted out in the event maps must be rearranged or transferred to another location.

ILLUSTRATIONS



SIDE VIEW



TOP VIEW

GPO 834-983

